

# **HISTORIC LANDMARKS COMMISSION**

**NOVEMBER 14, 2013**



**THE REGULAR MEETING WILL BE HELD AT 9:00 A.M. IN  
CITY COUNCIL CHAMBERS  
SUFFOLK MUNICIPAL BUILDING**

**NOTE: IF YOU CANNOT ATTEND THIS MEETING, PLEASE CALL  
THE DEPARTMENT OF PLANNING  
BY 12:00 NOON, WEDNESDAY, November 13, 2013  
514-4060**

**RANDY HICKS  
CHAIRMAN**

**PREPARED BY THE CITY OF SUFFOLK  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

*DIVISION OF PLANNING*

**AGENDA**  
Historic Landmarks Commission Meeting  
Thursday, November 14, 2013  
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes for the October 10, 2013
- IV. Public Hearing Items:
  - A. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-27**, submitted by John Nemish, agent, on behalf of 321 N. Main Street LLC, Gilbert Wirth, Jr., Managing Member, property owner, to install indirect (ground mounted) lighting to illuminate an existing free standing sign located at 321 N. Main Street. The property is further identified as Zoning Map 34G11 Block (A) Parcel(s) 166, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).
  - B. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-28**, submitted by John and Judy Pruitt, property owner, to erect a detached accessory building (garage) located at 125 Linden Avenue. The property is further identified as Zoning Map 34G16 Block (A) Parcel(s) 25, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).
  - C. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-29**, submitted by Allyn Brown, Managing Partner, on behalf of OTL III, LLC, property owner, for a change in materials for exterior renovations including painting and the replacement of windows and associated trim for a residential structure located at 212 Pearl Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 164, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).
  - D. **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-30**, submitted by Reed McMahan and Alan Caraballo, property owners, for a change in materials for exterior renovations including the repair and replacement of damaged siding and associated trim, the repair and replacement of damaged wood decking, and painting, for a residential structure located at 127 Clay Street. The applicants also request after-the-fact approval for a change in materials for the repair and replacement of an existing roof. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 354, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).

## V. New Business

- Enforcement Update
- Administrative Approvals

## VI. Adjournment



MINUTES  
HISTORIC LANDMARKS COMMISSION

October 10, 2013

9:00 A.M.

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The regular meeting of the Historic Landmarks Commission was held on Thursday, October 10, 2013, 9:00 a.m., in the Council Chambers of the Municipal Building, 441 Market Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

Walter Boyette  
Susan Coley  
Amy Elliott  
John Faircloth  
Edward King  
Geraldine Outterbridge  
G. Stewart Tyler, Vice Chairman

STAFF:

Robert Goumas, Assistant Director of Planning  
Karla Williams, Associate City Attorney  
Shanda Davenport, Principal Planner  
Thomas Jordan, Planner II  
Jillian Scott, Office Assistant II

MEMBERS ABSENT:

Merritt Draper  
Randy Hicks

The meeting was called to order by Vice-Chairman Tyler. The roll was called by Mr. Goumas and the Vice-Chairman was informed that a quorum was present. The minutes of the previous meeting were approved as presented. The Vice-Chairman noted the time limits for public hearings are ten (10) minutes for proponents, fifteen (15) minutes for opponents, and five (5) minutes for rebuttal.

## **PUBLIC HEARINGS**

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-21, submitted by Leslie C. Ferguson, agent, on behalf of Saint John's Episcopal Church, applicant and property owner, for a change in materials for the repair or replacement of an existing cedar shake shingle roof, and associated exterior renovations of an existing structure located at 828 Kings Highway. The property is further identified as Zoning Map 10 Parcel(s) 48A and 49, Chuckatuck Voting Borough, and is zoned A (Agricultural District), and HC (Historic Conservation Overlay District).**

The first item of business was introduced by the Chairman, followed by a staff report by Shanda Davenport, Principal Planner. Ms. Davenport stated the church was first listed in the state directory of historic structures in 1972 and was included on the National Register of Historic Places in October of 1973. The property is a handsome brick church topped with a cedar roof. The church building itself dates to the middle of the 18<sup>th</sup> century. The church has been in existence on this site since the 17<sup>th</sup> century. Ms. Davenport stated that the applicant proposed to remove the cedar shake roof on the structure and replace it with composite roofing shingles composed of plastics, elastomers and wood fibers.

The present roof was installed in 1992. As such, the roof itself is not historic. The proposed replacement roof is an engineered synthetic shingle which will have a similar scale and texture as the cedar shingles. The "Enviroshake" shingles in mix of "Silvered Cedar" and "Aged Cedar" colors are proposed as a replacement. This synthetic shingle is proposed in order to extend the lifespan of this replacement roof. The applicant has stated in his application that the stabilization of the roof would allow the congregation to concentrate its

efforts on the preservation of the historic elements of the structure, such as the brickwork and interior woodwork.

While the Historic District Design Guidelines call for the preservation of existing roof materials, it also states that maintenance of the roof “is critical for ensuring the preservation of the rest of the structure.” Maintaining the integrity of the roof is needed to preserve the structure. The proposed engineered shingle retains much of the scale and texture of the original roof. The shingles are molded from cedar shakes in order to properly replicate the texture and proportion of cedar shingles. The Commission has approved the use of synthetic materials in the past. This product appears to retain much of the characteristics of the existing roof without the issue of premature decay. Given the importance of this structure, the replacement of the roof is key to maintaining the structural integrity of the property. The replacement of this roof with a more long-lasting material would allow for the preservation of the property as a whole.

Ms. Davenport stated that the proposed replacement of the existing cedar shake roofing was found to be in keeping with the Suffolk Historic District Guidelines. Based on the findings-of-fact, staff recommended approval of HC-2013-21 with the conditions noted in the staff report.

The public hearing was opened and speaking in favor of the application was Father Ferguson, Rector of Church. Father Ferguson stated they were looking forward to preserving the

property and was starting with an important component of the project which was the rehabilitation of the roof.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Boyette to approve staff's recommendation. The motion was seconded by Commissioner Faircloth and approved by a recorded vote of 7-0.

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-22, submitted by James E. Butler, III, President, Riddick's Folly, applicant and agent, in partnership with the City of Suffolk, property owner, for exterior renovations of an existing structure located at 510 N. Main Street. The property is further identified as Zoning Map 34G11 Block (A) Parcel(s) 142, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

Prior to the introduction of this item, Commissioner King announced that to avoid any potential or perceived conflict of interest given his position as the curator of the Riddick Folly, he would not participate in the discussion nor vote pertaining to this matter.

The next item of business was introduced by the Chairman, followed by a staff report by Shanda Davenport, Principal Planner. Ms. Davenport stated that the subject property was identified as contributing to the period of significance for the North Main Street Historic District. The property contains both the structure under consideration for this request, the Law Office and the Riddick's Folly house. The structure under consideration was moved to the site in 2004. It is similar to an earlier structure on the site which had housed the law office for Mr. Riddick. The structure is a clapboard-sided frame building with a gabled roof. A single-story covered porch supported by four columns is along the front of the structure.

The applicant has requested a series of changes to Law Office structure located at the Riddick's Folly site. The building is used for historic interpretation use and is in need of repair. The applicant has requested the replacement of cypress porch decking with pine decking of the same dimension and replacement of the porch columns. While the decking along may be approved administratively, the applicant is proposing a change in material for the porch columns. The columns will retain the same profile and proportion; however, the applicant is proposed to use a fiberglass material. As the Commission has approved the use of synthetic material for columns in the past, the use of this material should not be detrimental to the historic nature of the structure. The final product will be painted to match the remaining trim. Associated with this repair any deteriorated porch railing elements will be repaired or replaced with like-kind materials. The applicant also requested the removal of the deteriorated handicap ramp which wraps along the side and rear of the building. In lieu of providing ramped access to individuals with disabilities, the applicant is proposing to use a mechanized lift on the side of the porch. While the lift would be located on the front of the structure, mature landscaping would effectively screen much of the lift. In addition, the removal of the ramp from the side and rear of the building would provide an enhancement to the structure as a whole. Based on the findings-of-fact, staff recommended approval of HC-2013-22 with the conditions noted in the staff report.



The public hearing was opened and speaking in favor of the application was Sarah Johnson, 603 N. Broad Street, Chairman of the House & Ground committee for Riddick's Folly. Ms. Johnson stated she was in favor of removing the ramp and replacing it with a mechanized lift. Also speaking in favor was Mr. Gerry Jones, Director of Capital Programs & Buildings. Mr. Jones stated that as the property owner representative, he stands in support of the application as presented. Mr. Jones stated that the column and decking replacement are simple maintenance and repairs that will enhance the structure and will allow for easier maintenance in the future. Mr. Jones stated that the other element of the project that would remove the ramp would significantly enhance the law office. Mr. Jones stated that Riddick Folly mission is historic interpretation and incorporating the lift in the porch would get the law office back to its original architectural state.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner Faircloth to approve staff's recommendation. The motion was seconded by Commissioner Boyette and approved by a recorded vote of 6-0-1. (Commissioner King abstained)

**REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-23, submitted by Monte and Erin Cowl, property owner, for after-the-fact replacement of windows and associated trim for a residential structure located at 207 Clay Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 23, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).**

The next item of business was introduced by the Chairman, followed by a staff report by Thomas Jordan, Planner II. Mr. Jordan stated the structure at 207 Clay Street, is located just

off the intersection with Market Street and it is part of the Original Suffolk District (1987). The dwelling is configured as a single-family home. The two-story frame dwelling was constructed around 1925 in the Colonial Revival architectural style. The applicant requested approval for the after-the-fact replacement of 29 (twenty-nine) wood windows with vinyl windows at 207 Clay Street. The four (4) first-floor front porch windows as well as a small number of side windows were replaced by the previous owner with vinyl windows without the benefit of a Certificate of Appropriateness. The remaining windows were replaced by the current owner with vinyl windows also without the benefit of a Certificate of Appropriateness prior to the issuance of a stop work order on September 12, 2013. The applicant has indicated the former windows were in poor condition and contributed to high utility costs. The Historic District Design Guidelines identify windows as a major character and style-determining feature of a historic building and therefore discourages their replacement. Mr. Jordan stated that the Guidelines offers clear directions on the preservation of windows and the criteria for evaluating the installation of replacement windows. The Historic District Design Guidelines state the removal of historic resources shall be avoided, therefore the repair or replacement of the deteriorated window section(s) should be the primary objective. When the replacement of the original window is requested the Historic District Design Guidelines call for a signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement as required

supporting documentation for any application for a Certificate of Appropriateness seeking authorization for the replacement of windows.

The applicant has not provided an assessment documenting the condition of the previously removed windows thereby establishing the need for replacement – however a letter from the contractor has been provided stating the previous windows were “non-repairable”. The twenty-five (25) of the replacement vinyl windows that the current owner installed are double-hung vinyl windows with no divisions. These windows do not duplicate the original wood windows in regard to materials, profile, or style. The remaining four (4) first-floor front porch windows were replaced by 3-lite horizontal slider windows, which substantially deviate from the original wood windows in regard to materials, profile, and style. The Historic District Design Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The installed vinyl replacement windows do not meet the Historic District Design Guidelines standards.

Mr. Jordan stated that several of the removed windows are currently stored on-site, the condition of which is not known and has not been documented. Should the Commission determine that window replacement is appropriate, the Guidelines support the use of wood, metal clad or vinyl clad windows. In addition any new replacement windows should match the original in appearance, detail, material, profile, and overall size as closely as possible. Inappropriate materials or finishes that radically change the sash, depth of reveal, muntins

configuration, the reflective quality or color of the glazing, or the appearance of the frame shall not be utilized.

Based on the findings-of-fact, staff recommended denial of the request to authorize the after-the-fact vinyl replacement and install replacement windows as directed by the Historic Landmarks Commission.

The public hearing was opened and speaking in favor of the application was Grier Ferguson, 332 W. Constance Road, applicant representative. Mr. Ferguson stated that the house was purchased as a foreclosure a year ago and was in pretty poor condition at the time of purchase. Mr. Ferguson stated that the property owner, Mr. Crowl attempted to fix the problems the tenants were complaining about without perhaps knowing that he had to obtain permission from the city. Mr. Ferguson stated that Mr. Crowl installed the new vinyl windows because vinyl windows were already at the house prior to the purchase of the house. Mr. Ferguson suggested that the Commission allow Mr. Crowl to remove the out of sync windows downstairs and install the correct windows with the grids and keep the top windows in place as they are. Mr. Ferguson stated that Mr. Crowl picked out the best windows he could under the economic circumstances he was facing without changing the character of the house.

There being no speakers in opposition, the public hearing was closed.

After discussion by the Commission, a motion was made by Commissioner King to approve the request with conditions:

After-the-fact installation of twenty-five (25) vinyl windows replacing wood windows.

This approval is conditioned upon the satisfactory completion of the following:

1. Installation of raised muntins on the twenty-five (25) previously installed vinyl replacement windows.
2. Removal of the two (2) 3-lite horizontal slider windows on the first-story front façade and the installation of four (4) double-hung wood, metal clad or vinyl clad wood replacement windows compliant with the Historic Design Guidelines. The replacement windows shall be six-over-six with divided lites or simulated divided lites and spacer bars.

The motion was seconded by Commissioner Outterbridge and approved by a recorded vote of 7-0.

**New Business:** Enforcement Update

Susan Dillard, (Planning & Community Development) gave an update on the enforcement actions taken by Community Development for the following properties:

221 Bank Street - property maintenance violation, continued until December 5

127 Brewer Avenue – property maintenance violation, fined \$1600.00

108 Wellons Street – property maintenance violation, fined \$300.00

134 West Washington Street – property maintenance violation, continued until November 7

Mr. Goumas introduced Karla Williams, Associate City Attorney to the Commissioners and stated that she would now be attending the meetings and providing legal advice when necessary.

Mr. Goumas informed the Commissioners that the 28<sup>th</sup> Annual Virginia Preservation seminar would be taking place in Roanoke on October 19-22 and if any of the Commissioners were interested in attending to contact him.

There being no further business, the meeting was adjourned at 9:49 a.m.

# HISTORIC LANDMARKS COMMISSION



October 10, 2013

Motion: Boyette

2<sup>nd</sup>: Faircloth

TO: Approve  
Staff's  
Recommendation

Motion: Faircloth

2<sup>nd</sup>: Boyette

TO: Approve  
Staff's  
Recommendation

Motion: King

2<sup>nd</sup>: Outterbridge

TO: Approve  
Staff's  
Recommendation  
w/ Conditions

## ATTENDANCE

HC-2013-21

HC-2013-22

HC-2013-23

VOTE: 7-0

VOTE: 6-0-1

VOTE: 7-0

## COMMISSIONERS

PRESENT

ABSENT

YES

NO

Boyette, Walter

X

X

X

X

Coley, Susan M.

X

X

X

X

Draper, Merritt

X

Elliott, Amy

X

X

X

X

Faircloth, John

X

X

X

X

King, Edward L.

X

X

**Abstained**

X

Outterbridge, Geraldine

X

X

X

X

Tyler, Stewart G.

X

X

X

X

**Vice-Chairman**

Hicks, Randy,

X

**Chairman**

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Shanda H. Davenport, Principal Planner

Date: November 14, 2013

Subject: **REQUEST FOR A CERTIFICATE OF APPROPRIATENESS, HC-2013-27**  
submitted by John Nemish, agent, on behalf of 321 N. Main Street LLC, Gilbert Wirth, Jr., property owner, for the installation of lighting for an existing ground sign to be located at 321 N. Main Street. The property is further identified as Zoning Map 34G11 Block (A) Parcel(s) 166, Suffolk Voting Borough, and is zoned CBD (Central Business District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The Prentis House, located at 321 North Main Street is the only early nineteenth-century structure with a complete raised basement in the district. This federal style house dates from 1820 and has been restored and used for commercial purposes. This structure is contributing to the period and significance of the original Suffolk Historic District.

### **Case History**

The Prentis House has been the subject of a number of applications for Certificates of Appropriateness over the history of the district. In 1994, an application was filed, HC-1994-09, for the demolition of the structures. Through discussion between the owner and the City, the application was withdrawn. HC-1995-03 granted approval to paint a mural on a fence which was surrounding and securing the dilapidated structure. Via HC-1999-11, approval was granted for the renovation of the structure. In early, 2000, an application was made to dismantle the structure in lieu of renovation. That application, HC-2000-02 was denied by the Commission. Per an application filed in 2001, additional actions related to renovation were approved in HC-2001-35. HC2002-05 authorized the placement of an additional historic structure on the site. Installation of storm windows and shutters was approved in HC-2003-60. The installation of a fence was approved via HC2003-75AD. The installation of the existing ground sign was approved in 2010-81AD. The approval of the change of the face of the sign was changed due to a change of tenancy to its present

configuration (HC2012-32AD). A final approval, HC-2012-39AD was given for the installation of a wall sign.

### **Proposed Action**

The applicant is seeking permission for the installation of lighting for an existing freestanding sign along North Main Street. While previously approved as a non-illuminated wooden sign, the applicant is now pursuing approval for external lighting.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - B. The appropriateness of the general design geometry and proportions, structural arrangement, building materials, texture and color of the proposed building, structure or appurtenant element in relation to such factors as the compatibility with similar features of buildings or structures within the area circumscribed by the subject overlay district.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
3. Section 31-413(g)(7), Approval of Major Action by the HLC:
  - (x) Any other major actions not specifically covered by the terms of this Section but which would have a substantial effect on the character of the historic district.
4. Section 31.714 (e), Illumination:

- (1) The light from any illuminated sign shall be so shaded, shielded or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision or operations of vehicles moving on public or private roads, highways or parking areas. Light shall not shine or reflect in an offensive manner on or into residential structures, including motels or hotels.
- (2) No exposed reflective-type bulbs or incandescent lamps may be used on the exterior surface of any sign in such a manner that will cause offensive glare on adjacent property or create a traffic hazard.
- (3) No revolving beacon lights may be used

**B. Suffolk Historic District Guidelines**

1. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
2. Chapter 6, Section E.2, Guidelines for Signage:
  - Lighting-Lighting of signage must be indirect. Signs which are internally illuminated are prohibited. Lighting of signage must be concealed and directed in such a way as to not allow light to be visible directly from the street, sidewalk, or other public way.
  - Free-standing signs- Free-standing signs are permitted where a front yard setback permits the location of such a sign in accordance with the applicable Unified Development Ordinance standards. The design of any freestanding sign shall be guided by the following illustrations. The sign area shall not exceed 12 square feet. Internal illumination is prohibited. Exterior illumination shall be designed to prevent light to shine into a public street or public way.

**Staff Analysis**

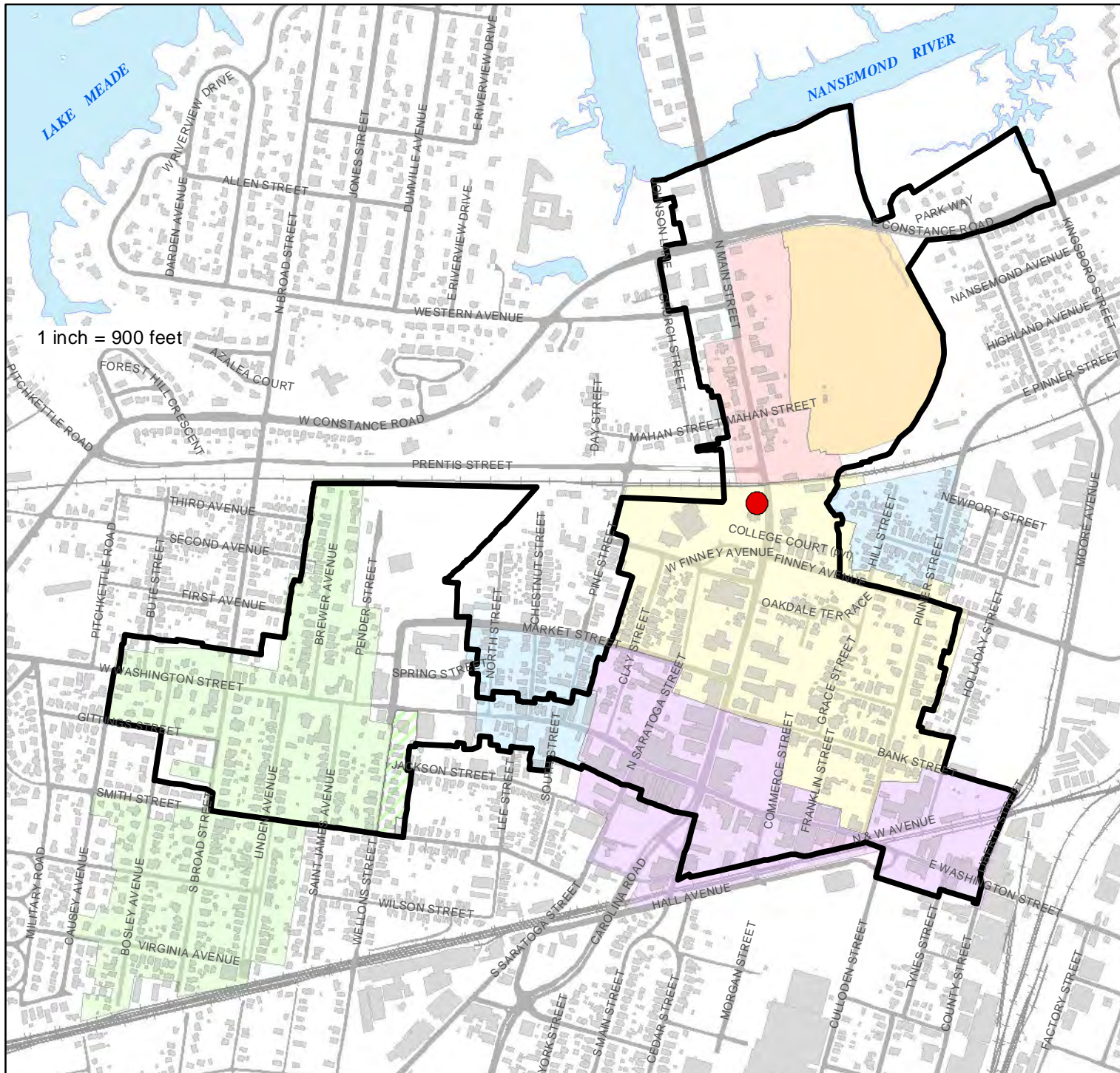
The applicant is seeking permission for the installation of lighting for an existing freestanding sign along North Main Street. While previously approved as a non-illuminated wooden sign, the applicant is now pursuing approval for external lighting. The applicant is proposing to use existing wiring and conduit from a prior sign. The lighting is proposed as a small LED landscape fixture, which would be ground mounted and proposed to be directed at the sign. The Unified Development Ordinance outlines specific performance standards for externally illuminated signs. The lighting must be screened and not project into the street or sidewalk.

The previous administrative approval for a wooden sign (HC2012-32AD) had considered the Unified Development Ordinance standards and had imposed criteria with regard to size and color. These conditions are not proposed to be changed with the exception that the application has requested the approval of installation of illumination. The installation of landscaping at the base of the light fixture would allow for the fixture to be shielded from view.

### **Summary and Recommendations**

Based on the above findings-of-fact, staff recommends approval of HC-2013-27 with the following conditions:

1. Lighting output will be limited to 20 watts.
2. Light fixture shall be bronze or black in color
3. Lighting shall not be tinted or colored.
4. Evergreen shrubs must be installed to hide the fixture from the public right-of-way.



# Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HC27-13

## LEGEND

Suffolk Historic & Cultural Conservation Overlay

## NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

Parcel and Zoning information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. Use should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial Photography captured March 1995. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



# HC27-13 Zoning /Land Use Map







HC27-13

# Services

posts where electrical lines  already exist.



HC27-13



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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
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DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Thomas Jordan, Planner II

Date: November 14, 2013

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-28**, submitted by John and Judy Pruitt, property owner, to erect a detached accessory building (garage) located at 125 Linden Avenue. The property is further identified as Zoning Map 34G16 Block (A) Parcel(s) 25, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview off the Subject Property and Surrounding Area**

The 2002 West End Expansion Survey identified the property as being a contributing structure in the Colonial Revival architectural style built circa 1900 – 1915. The Colonial Revival house is constructed of rock-faced concrete blocks. The gable ends feature pressed metal shingles cladding, cornice returns, and tripartite windows. The porch, three bays in width and two bays in depth, features rock-faced concrete block posts atop rock-faced concrete block piers. Smooth concrete block lintels contrasts with the rock-faced block construction.

The parcel is a corner lot with frontage on two (2) public right-of-ways (Linden Avenue and Smith Street). The single-family dwelling fronts on Linden Avenue. The proposed garage will be accessed from Smith Street.

### **Case History**

Certificates of Appropriates previously authorized for the property include:

HC2002-57AD: Request approved to replace the standing-seam metal roof with a similar metal roof.

HC2004-57: Request approved for the replacement of a wood picket fence with a 4' black iron fence.

### **Proposed Action**

The applicant is proposing to construct a craftsman-style garage (24' x 24') fronting on Smith Street. The garage will be accessed by a concrete ribbon driveway leading to a concrete apron.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

##### **1. HC, Historic Conservation Overlay District**

- a. Section 31-413(a)(2), Purpose and Intent: The purpose of this district is to provide for protection against destruction or encroachment upon historic areas, buildings, monuments, or other features or buildings and structures recognized as architectural significant which contribute or will contribute to the cultural, social, economic, political, artistic, or architectural heritage of the City of Suffolk.
- b. Section 31-413(g)(1)(B), Permitted Uses and Limitations: Nothing in this Article shall be construed to prevent the application of the building code or other laws and Ordinances of the City of Suffolk which are applicable hereto.
- c. Section 31-413(g)(2), General Considerations:
  - i. Section 31-413(g)(2)(B) General Considerations: B – The appropriateness of the appurtenant element in relation to such factors as the compatibility with similar features of buildings or structures with the area circumscribed by the subject overlay district.
  - ii. Section 31-413(g)(2)(C) The historical or architectural value and significance of the building, structure, or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - iii. Section 31-413(g)(2)(E) The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
- d. Section 31-413(g)(7)(A) Approval of Major Action by the HLC:

- i. Section 31-413(g)(7)(A)(ii) – Construction of a new main building at any location or a new accessory building on a site adjacent to a designated landmark site.

**B. Suffolk Historic District Guidelines**

1. Chapter 1, Section F, Goals within the Historic Conservation Overlay District: Compatibility of New Construction with the Historic Character of the District. While it is generally not desirable to replicate historic structures, new construction should be compatible with and add to the overall character of the Historic Conservation Overlay District.
2. Chapter 3, Section G, What is the Context of the Surrounding Area?: Another important aspect of planning a project in the Historic District is to understand and design for the context of the surrounding buildings in the neighborhood or area. In general, additions, alterations, and new construction should relate to those of the landmark historic buildings in the vicinity.
3. Chapter 5, Section D, Off-Street Parking and Driveways: Driveways should have a traditional appearance, based on historic paving materials used for residential settings, such as river gravel, rotten rock (decomposed granite), exposed aggregate concrete, colored concrete, brick, or concrete pavers.
4. Chapter 5, Section K.1, Guidelines for New Outbuildings:
  - a. Colors should match those of the principal dwelling on the property.
  - b. Designs for new outbuildings shall base their roof design on the roof design of the principal dwelling on the property and be compatible with the surrounding historical architecture.
  - c. Garage doors should be single garage doors, eight (8) feet wide.
  - d. Trim details should match the foundation materials of the principal dwelling on the property.
  - e. Architectural grade shingles and synthetic slates can be used in addition to historic roofing materials used on the principal building.
5. Chapter 7, Section C, Guidance for New Construction: All the criteria contained in this Chapter need not be met in every new residential or mercantile building constructed. Rather, the applicable criterion should be taken into consideration during the design process.

**Staff Analysis**

In recognition of the importance of maintaining the historic character of the area, the property owner has indicated adherence to the following design criteria:

1. The exterior of the garage will utilize Hardi-plank siding (Beaded Cedarmill style in the Khaki Brown color which is comparable to Renwick Beige – SW2805) with white trim. The Design Guidelines for new residential construction recommend the use of wood as the most appropriate siding material. Fiber-cement siding is identified as the preferred alternative if wood siding is not used. While the proposed siding is not identical to the rock-faced concrete block façade of the main dwelling it is consistent with exterior building materials used throughout the district. The garage location will be set back behind the house and the proposed siding and color was chosen to compliment but not compete with the unique block exterior.
2. Dimensional architectural asphalt shingles will be installed on the 12/12 pitch gable roof (Timberline Ultra HD shingles) in Pewter Gray matching the roof of the main dwelling.
3. Andersen Woodwright double-hung two-over-two (2:2) windows (pre-finished white) are proposed to be installed matching the main dwelling. The 400-series Woodwright windows feature a fiberglass cladding designed to have the character of historic wood windows while offering greater durability.
4. A Therma-tru smooth-star fiberglass skin 2-panel door with window (pre-finished white) will be utilized for access to the garage.
5. Two (2) Wayne Dalton carriage-style garage doors (pre-finished white) are proposed to be utilize. The 9600 model garage doors feature embossed, high tensile steel panels designed to have the character of wood with the durability of steel. The garage doors will be eight (8) foot in width in accordance with the Design Guidelines.

The incorporation of these features into the garage design serve to further the provisions of the Design Guidelines, particularly those related to new outbuildings and architectural details associated with new construction.

The Design Guidelines call for driveways to have a traditional appearance, based on historic paving materials for residential settings such as river gravel, exposed aggregate concrete, colored concrete, brick, or concrete pavers. The majority of residences along Linden Avenue and Smith Street district are served by either full concrete driveways or concrete ribbons utilizing a variety of materials. A combination concrete ribbon driveway/apron appears acceptable.

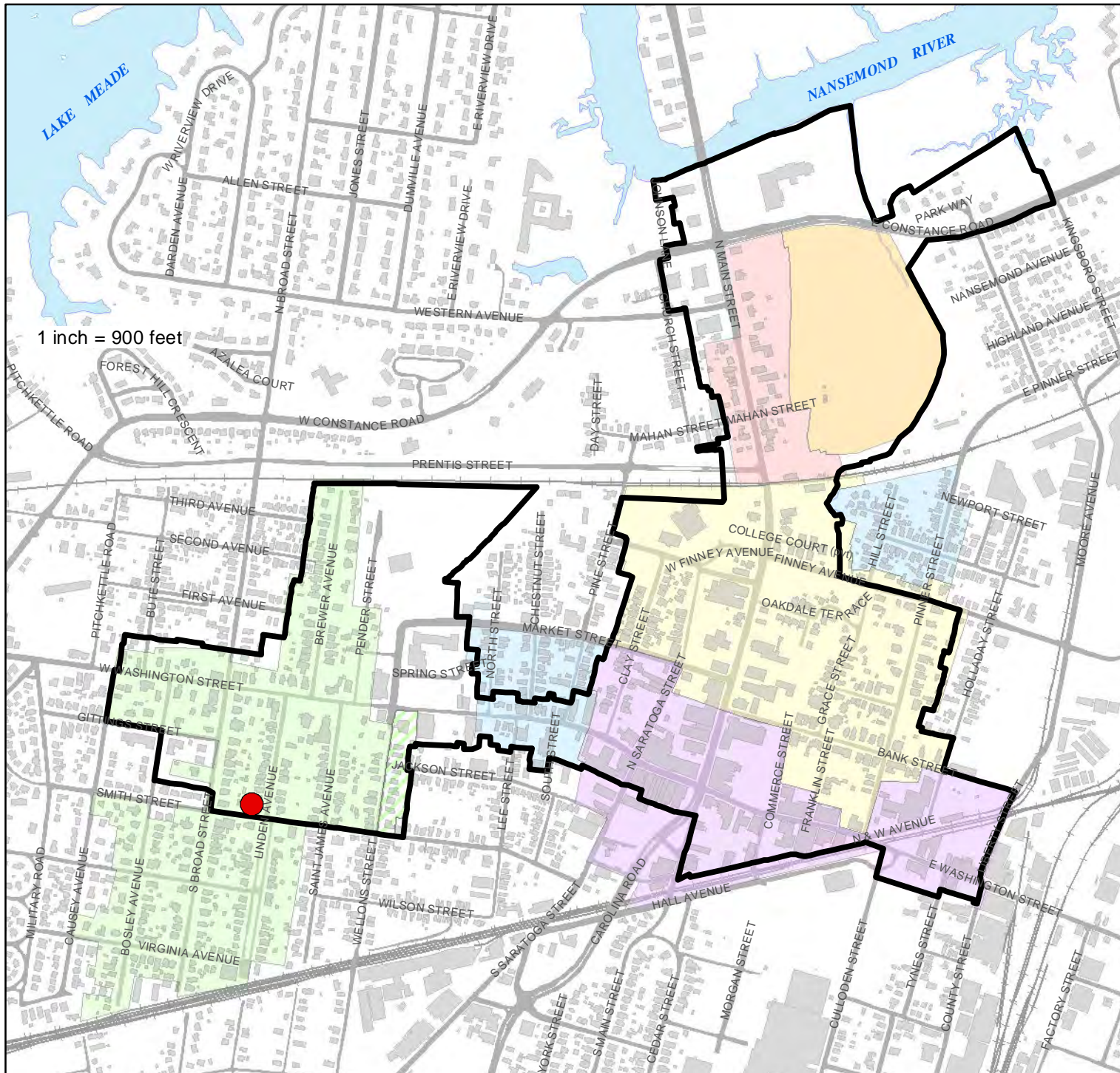
### **Summary and Recommendations**

Based on the preceding analysis and findings-of-fact, the construction of an accessory garage located at 125 Linden Avenue is justified based on the following:

The property owner's intent to construct the garage with features that serve to further the provisions of the Design Guidelines. This action will serve to ensure that the area's overall historic character is maintained:

Therefore, staff recommends approval of HC-2013-028 with the following conditions:

1. The garage shall be constructed in conformance with the plans and supporting materials received by the Planning Division dated October 7, 2013.
2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.



# Suffolk Historic & Cultural Overlay District & National Register Historic Districts

## HC28-13

### LEGEND

Suffolk Historic & Cultural Conservation Overlay

### NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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Aerial Photography captured March 1993. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



# HC28-13 Zoning /Land Use Map





## Application for Certificate of Appropriateness

John I. and Judy A. Pruitt

125 Linden Avenue

1. Siding  
HardiePlank - Beaded Cedarmill - Khaki Brown  
White Trim
2. Windows (vinyl clad)  
Andersen Woodwright Double-hung Full-frame - White  
Two Panes over Two Panes
3. Doors
  - Therma-Tru Smooth-Star - White  
Window over Two Panels with Internal Blinds
  - Wayne Dalton carriage doors
4. Shingles  
Timberline Ultra HD singles  
Pewter Gray ( on house)
5. Driveway  
Concrete - strips, separated by grass, leading to apron  
(original style of driveway)

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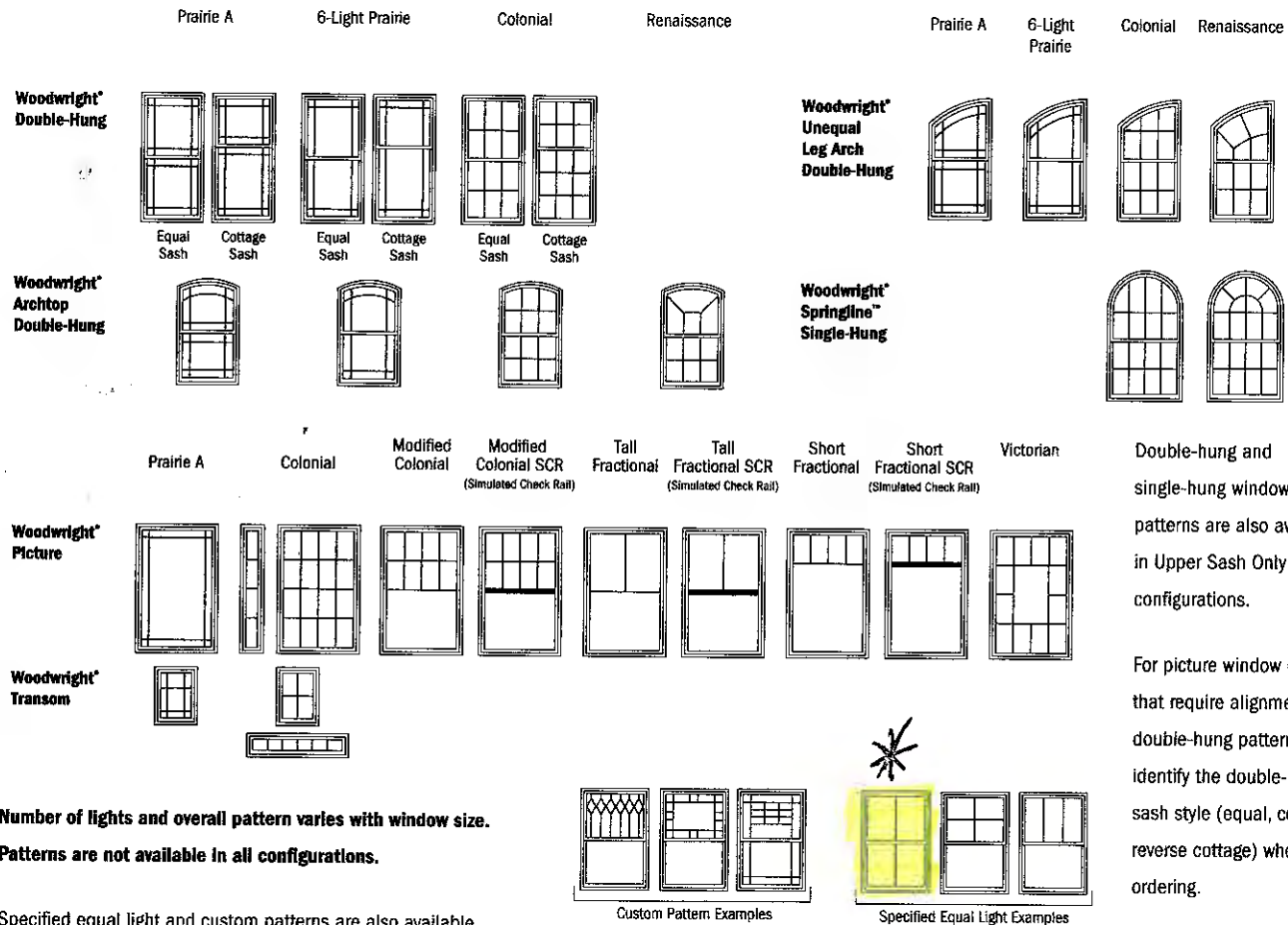
OCT 07 2013

PLANNING

HC28-13

# WOODWRIGHT® DOUBLE-HUNG FULL-FRAME WINDOWS

## Divided Light Patterns



Number of lights and overall pattern varies with window size.

Patterns are not available in all configurations.

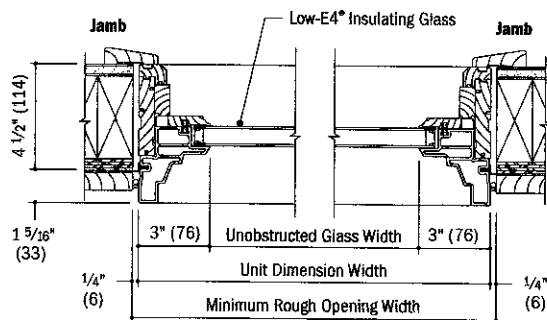
Specified equal light and custom patterns are also available.

For more information on divided light see page 13 or visit

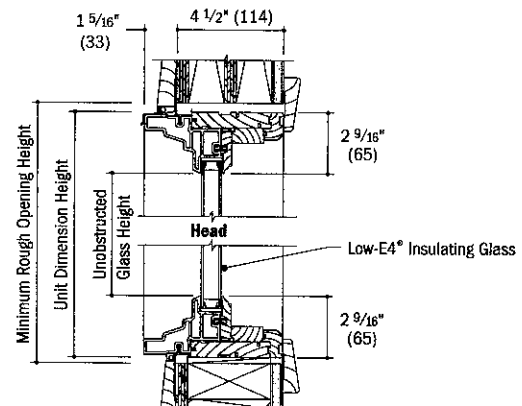
[andersenwindows.com/grilles](http://andersenwindows.com/grilles).

## Woodwright® Transom Window Details

Scale 1 1/2" = 1'-0" (1:8)



Horizontal Section

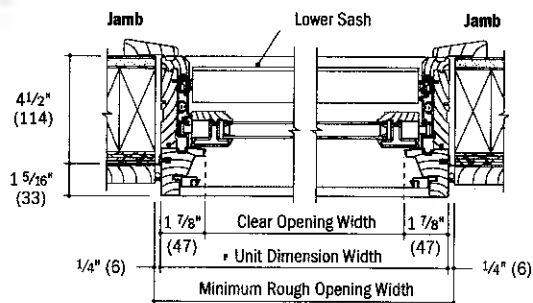


Vertical Section

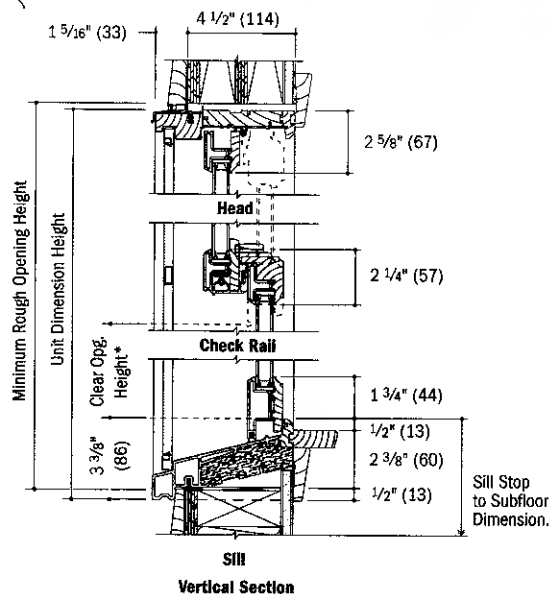
- 4 9/16" jamb width measurement is from backside of installation flange.
- Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.
- Rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items. See installation information on page 33.
- Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at [andersenwindows.com](http://andersenwindows.com).

### Woodwright® Double-Hung Window Details

Scale 1 1/2" = 1'-0" (1:8)



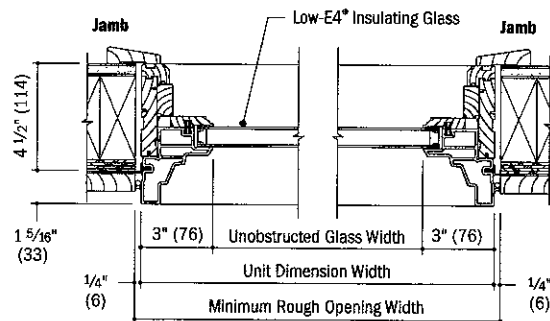
Horizontal Section



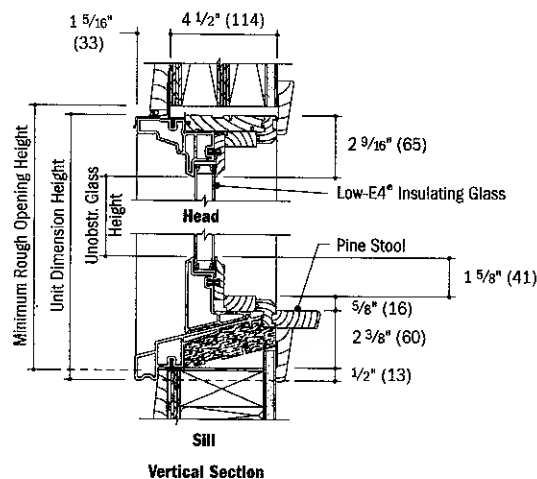
Vertical Section

### Woodwright® Picture Window Details

Scale 1 1/2" = 1'-0" (1:8)



Horizontal Section



Vertical Section

\* Clear opening height dimension is less on archtop, unequal leg arch and Springline® windows.

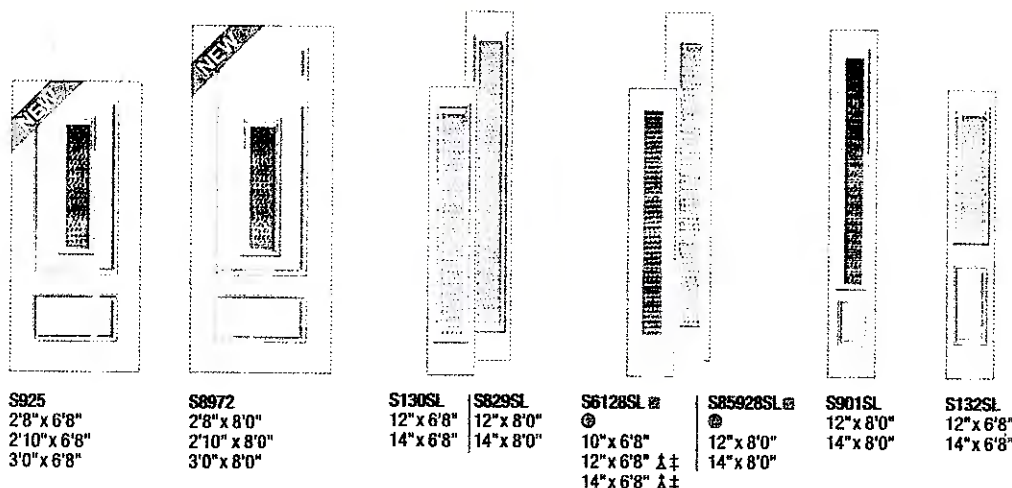
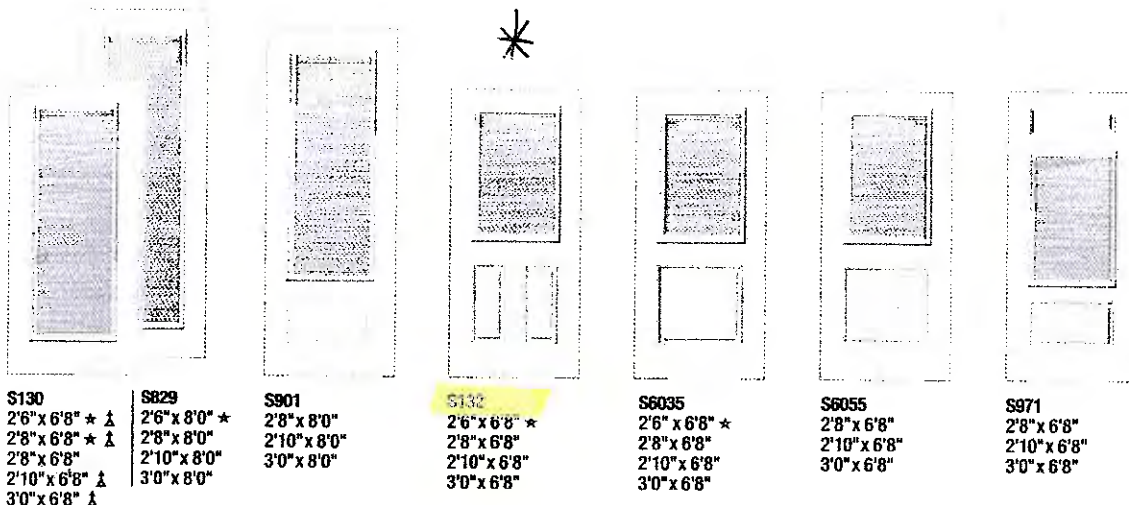
\* 4 3/4" jamb width measurement is from backside of installation flange.

\* Light-colored areas are parts included with window. Dark-colored areas are additional Andersen® parts required to complete window assembly as shown.

\* Rough openings may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items. See installation information on page 33.

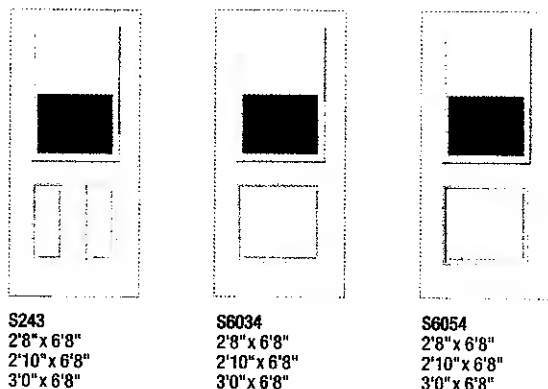
\* Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at andersenwindows.com.

## Smooth-Star®



## Screen Vented Lites\*\*

## Smooth-Star®



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## Options Key

External Lite Dividers (ELD)

Vented Sidelite

6'8" & 6'8" only in 12" & 14"  
3'0" only in 12"

▲ 6'6" Height Available

± 7'0" Height Available

## Features Key

★ 20" Glass

No Stile Lines

WDR\*\*\*

## Privacy Glass

The first style number listed under each image matches the privacy glass option shown.

XC = Chord Glass

XJ = Chinchilla Glass

XR = Rainglass

XN = Granite Glass

HC28-13



# Fiber-Classic® & Smooth-Star® Fiberglass Entry Door Systems

Therma-Tru gives you options to let the homeowner choose the style that best fits their personality and home without compromise. Fiber-Classic and Smooth-Star share many door styles in common. And the available glass families cross over between door collections. This interchangeability allows the homeowner to make a selection based on what's most important to them – whether it's the door style, texture (grained or smooth), finish (stained or painted) or glass design – with flexibility between lines.

## \* Fiber-Classic & Smooth-Star fiberglass doors offer:

- High-definition panel embossments.
- Composite top and bottom rails.
- 1-1/4" lock and hinge stile.
- 22-1/2" lock block in Fiber-Classic and 12-1/2" lock block in Smooth-Star.
- Durable, long-lasting fiberglass skins.
- Most solid panel door styles come standard as WBDR- (Wind-Borne Debris Region) compliant.\*
- Many doors with glass are available with options to upgrade to WBDR- and / or HVHZ- (High Velocity Hurricane Zone) compliant.\*
- Fire-rated options available on solid panel doors. See page 158.
- Tru-Defense. Warranty Rider eligible when properly assembled and installed with all Therma-Tru specified system components, in accordance with the rider.



## Fiber-Classic® Mahogany Collection™



- Features deep Mahogany graining to complement homes with richer wood tones.
- Offered in Craftsman-inspired options for doors and sidelites with a Flush-Fit™ frame, which eliminates the assembly complexity often found with separate screw plugs. Doors feature Craftsman-style panel embossments. Doors and sidelites available with external lite dividers (ELD) ( ) to create Craftsman glass configurations.
- Door Sizes: 2'8", 2'10" and 3'0" widths in 6'8" and 8'0" heights.
- Sidelite Configurations: 12" and 14" options; full-, 3/4- and 1/2-lite sizes available.
- Glass Options: 18 decorative and four privacy glass families, as well as clear Low-E ( ) and clear glass available.

## Therma-Tru® Same-Day. Stain Finishes (Shown on Fiber-Classic Mahogany)


**HC28-13**

\*Must be installed as part of a Therma-Tru door system in compliance with a Therma-Tru impact-rated product approval. To learn more about impact-rated products and options to upgrade solid panel doors from WBDR-compliant to HVHZ-compliant and options to upgrade doors with glass to WBDR- or HVHZ-compliant, see page 18 of this catalog. See your Therma-Tru representative or visit [www.thermatru.com](http://www.thermatru.com) for details on warranties, ENERGY STAR qualified products and product approvals.

## Fiber-Classic. Oak Collection™



## Smooth-Star.



- Features the warm look of Oak graining.
- Door Sizes: 2'0", 2'4", 2'6", 2'8", 2'10" and 3'0" widths in 6'6", 6'8", 7'0" and 8'0" heights.
- Sidelite Configurations: 10", 12" and 14" options in select styles; flush-glazed (🔴) available for full-, 3/4- and 1/2-lite sizes; full-lite vented (🟢) options available.
- Glass Options: 17 decorative and four privacy glass families, as well as clear Low-E (🟡) and clear glass available.

- Features smooth, ready-to-paint surfaces.
- Door Sizes: 2'0", 2'4", 2'6", 2'8", 2'10" and 3'0" widths in 6'6", 6'8", 7'0" and 8'0" heights.
- Sidelite Configurations: 10", 12" and 14" options in select styles; flush-glazed (🔴) available for full-, 3/4- and 1/2-lite configurations; full-lite vented (🟢) options available.
- Glass Options: 18 decorative and four privacy glass families, as well as clear Low-E (🟡) and clear glass available.

## Therma-Tru. Same-Day. Stain Finishes (Shown on Fiber-Classic Oak)







## MY WAYNE-DALTON DOOR



### BEFORE



#### Door 1

Size: 8'0 x 7'0  
Model: 9600  
Panel: Sonoma  
Window: Stockbridge  
Hardware: Aspen  
Color: White

#### Door 2

Size: 8'0 x 7'0  
Model: 9600  
Panel: Sonoma  
Window: Stockbridge  
Hardware: Aspen  
Color: White



Available at participating locations.

[www.Wayne-Dalton.com](http://www.Wayne-Dalton.com)

Wayne-Dalton One Door Drive - P.O. Box 67 - Mt. Hope, Ohio 44660

© 2010 Wayne-Dalton

*Note: Actual color, panel or window design, panel configuration (i.e. number of panels per width of section), and number of sections per door height may vary from screen presentation. Consult dealer for details.*

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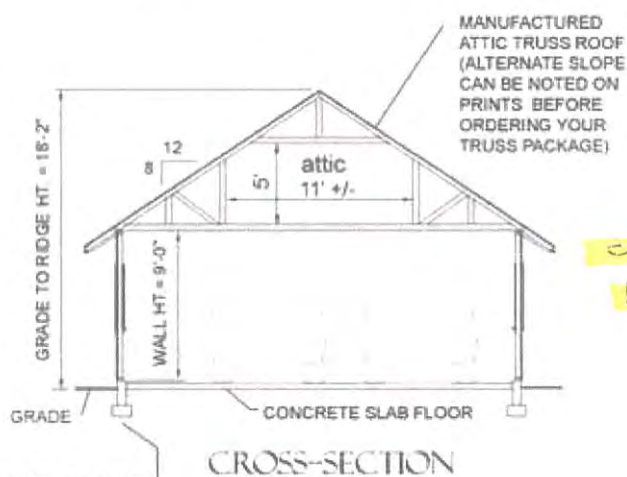
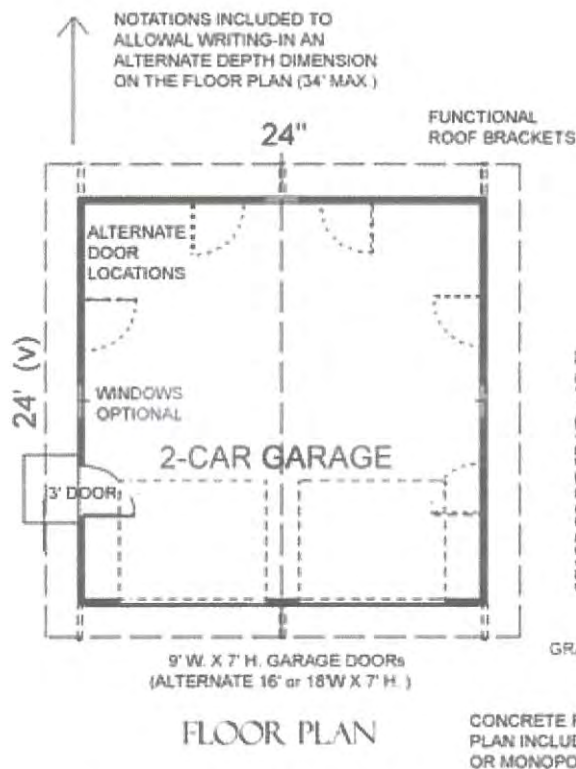
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## PLAN #576-14 CRAFTSMAN-STYLE GARAGE

OUR NEW CRAFTSMAN PLAN WILL  
COMPLEMENT OR MATCH MANY OLDER  
HOMES AS WELL AS NEW.

BRACKETED ROOF FEATURES 2" FL.  
OVERHANG.



alternate slope  
12/12

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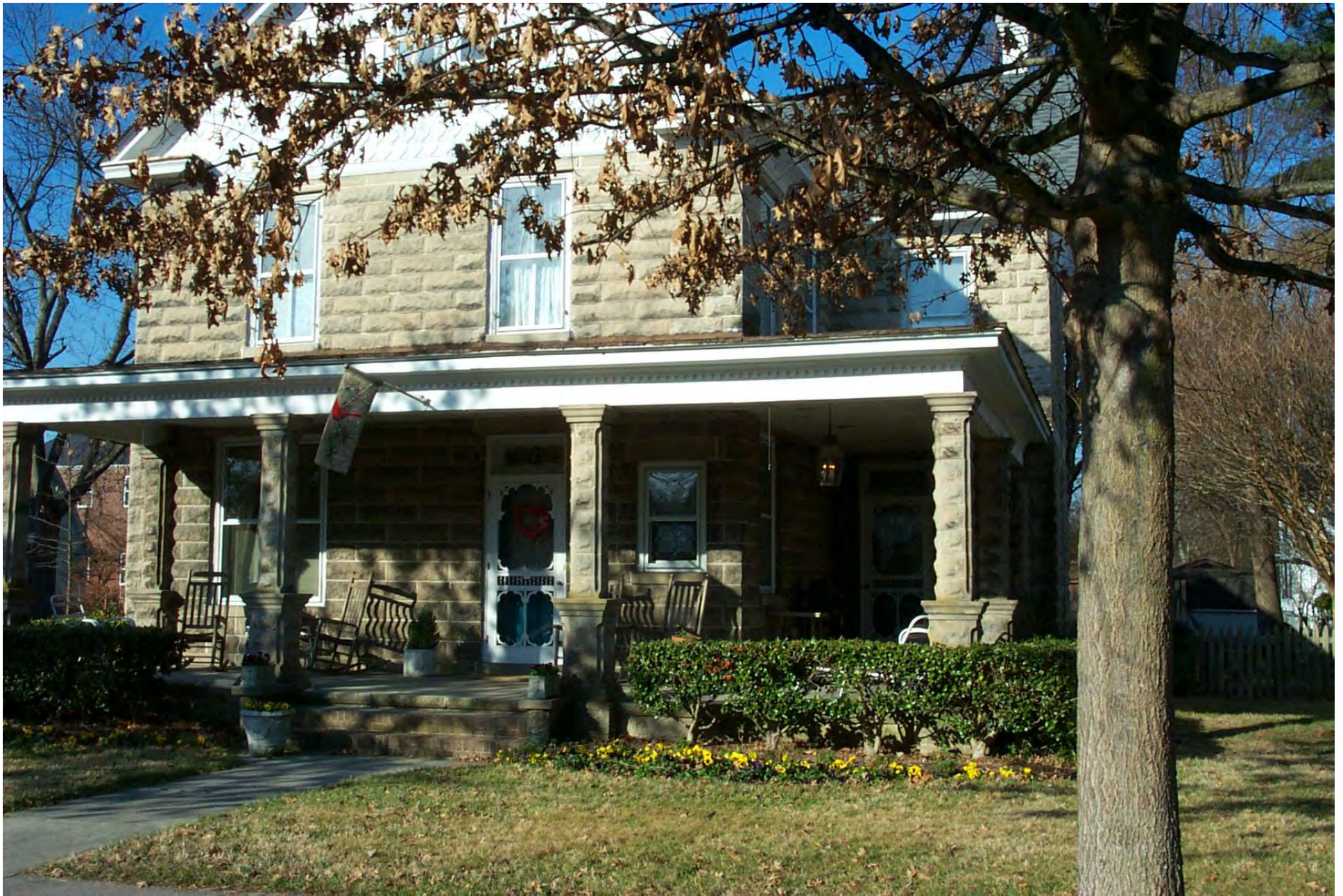
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PLANNING

**HC28-13**





**HC28-13**



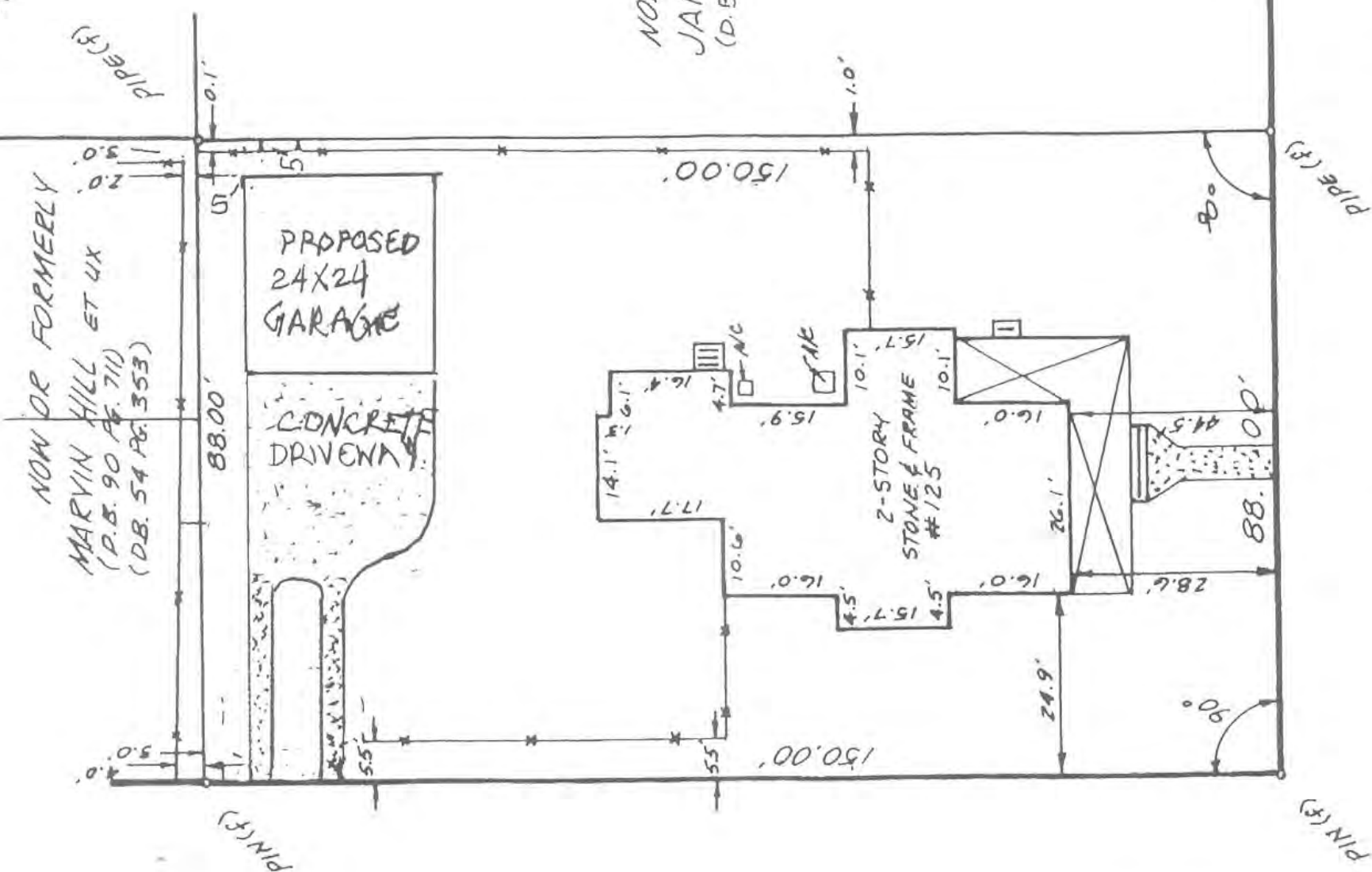
③ E6 21136

1680

THIS IS TO CERTIFY THAT ON DECEMBER 7, 1993 I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE SHOWN. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN. THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF TITLE REPORT AND CONSEQUENTLY IT MAY NOT REFLECT ALL MATTERS AFFECTING THE TITLE OF THE PROPERTY SHOWN HEREON.

ERNEST C. HAWKINS, JR., C.L.S.  
No. 001087

LAND SURVEYOR



NOW OR FORMERLY  
JAMES S. JONES  
(D.B. 42, PG. 23)

THIS DEED MAY HAVE  
SOME PROPERTY  
INTERESTS, ETC. CERTIFIED  
ONLY FOR DATE OF ORIGINAL

LINDEN AVENUE

PHYSICAL SURVEY  
OF

125 LINDEN AVENUE  
AS DESCRIBED

IN  
DEED BOOK 9, PAGES 148 & 149  
SUFFOLK, VIRGINIA

THIS TRACT IS LOCATED IN FLOOD  
HAZARD ZONE 'X'.  
REFERENCE IS MADE TO THE  
F.E.M.A. MAP,  
COMMUNITY No. 510156  
PANEL No. 23B  
DATED: NOV. 16, 1990

HC28-13

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# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Thomas Jordan, Planner II

Date: November 14, 2013

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-29**, submitted by Allyn Brown, Managing Partner, on behalf of OTL III, LLC, property owner, for a change in materials for exterior renovations including painting and the replacement of windows and associated trim for a residential structure located at 212 Pearl Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 164, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).

## **STAFF REPORT**

### **Overview of the Subject Property and Surrounding Area**

The structure located at 212 Pearl Street is part of the Original Suffolk District (1987). The dwelling is configured as a duplex home. It is a two-story frame dwelling circa 1890. The contributing dwelling was constructed in a vernacular architectural style. Notable features of the dwelling include: 3-bays (asymmetrical), pyramidal hipped roof (standing seam metal), vernacular porch with turned supports, Italianate cornice brackets, corner returns, and the nomination form also noted its 6 over 6 windows.

### **Case History**

Certificates of Appropriates previously considered for the property include:

HC2002-32E: Determination that a proposed 20' x 20' dog pin on the rear side of the property was exempt from review since it was not visible from a public street.

HC2009-47: Request denied for an after-the-fact approval of eleven (11) replacement windows. The property owner requested an appeal however the appeal

request was not forwarded to City Council, since it did not meet the provisions for appeal. The appeal was submitted after the 30 day appeal filing period.

### **Proposed Action**

The applicant is requesting approval for the after-the-fact replacement of a total of 18 (eighteen) wood windows with vinyl windows at 212 Pearl Street. This request includes the installation of eleven windows that were replaced by the previous owner without the benefit of obtaining a Certificate of Appropriateness. As previously noted, an after-the-fact permit request was denied by the Historic Landmarks Commission. The property owner was subsequently taken to court by the City and was fined \$500 twice for non-compliance. Further corrective action was deferred pending the change in ownership. The seven (7) additional windows pertaining to this request were replaced by the current owner with vinyl windows prior to the issuance of a stop work order on September 19, 2013. The applicant has indicated the windows were in poor condition and has provided several pictures of the removed windows.

As part of the overall request the applicant has requested approval to repaint the dwelling to Palace Chambers Yellow (CW313) from the Pratt and Lambert Williamsburg Color Collection. Per the applicable regulations of the design guidelines, these items will be processed administratively.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.

- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

B. Suffolk Historic District Design Guidelines

1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
2. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:
  - Continued use of historic buildings
  - Appropriate design of additions and alterations for buildings
3. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conversation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
4. Chapter 4, Section C, Window Openings: Windows are a major character and style-determining feature of an historic building. It is very important that the windows of an historic building be preserved where possible to maintain their size and details.
5. Chapter 4, Section C.3, Guidelines for Window Preservation:
  - Maintain Original Windows: If repair of an original window is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic resources shall be avoided.
  - Avoid Replacing Original Windows: Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs, when available. Replacement windows should be designated to match the original in appearance, detail, material, profile, and overall size as closely as possible. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
  - New Window Materials: New windows may be constructed of painted wood, metal clad or vinyl clad. Unfinished or anodized aluminum is not permitted. When evaluating the acceptability of replacement windows, the following criteria shall be used:
    - Kind and texture of materials;

- Architectural and historical compatibility;
- Comparison to original window profile;
- Level of significance of original windows to the architectural style of the building; and
- Material performance and durability.

### **Staff Analysis**

An after-the-fact approval of 18 (eighteen) vinyl replacement windows is requested. Historical photos show that the structure utilized six-over-six (6/6) wooden windows. The Historic District Design Guidelines identify windows as a major character and style-determining feature of a historic building and therefore discourages their replacement. The Guidelines offers clear directions on the preservation of windows and the criteria for evaluating the installation of replacement windows. The Historic District Design Guidelines state the removal of historic resources shall be avoided, therefore the repair or replacement of the deteriorated window section(s) should be the primary objective.

When the replacement of the original window is requested the Historic District Design Guidelines call for a signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement as required supporting documentation for any application for a Certificate of Appropriateness seeking authorization for the replacement of windows. While photos have been provided of the windows the applicant has not provided an assessment documenting the condition of the previously removed windows thereby establishing the need for replacement.

The replacement vinyl windows installed in the dwelling have no divisions. These windows do not duplicate the original wood windows in regard to materials, profile, or style. The Historic District Design Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The installed vinyl replacement windows do not meet the Historic District Design Guidelines standards.

Should the Commission determine that window replacement is appropriate, the Guidelines support the use of wood, metal clad or vinyl clad windows. In addition any new replacement windows should match the original in appearance, detail, material, profile, and overall size as closely as possible. Inappropriate materials or finishes that radically change the sash, depth of reveal, muntins configuration, the reflective quality or color of the glazing, or the appearance of the frame shall not be utilized.

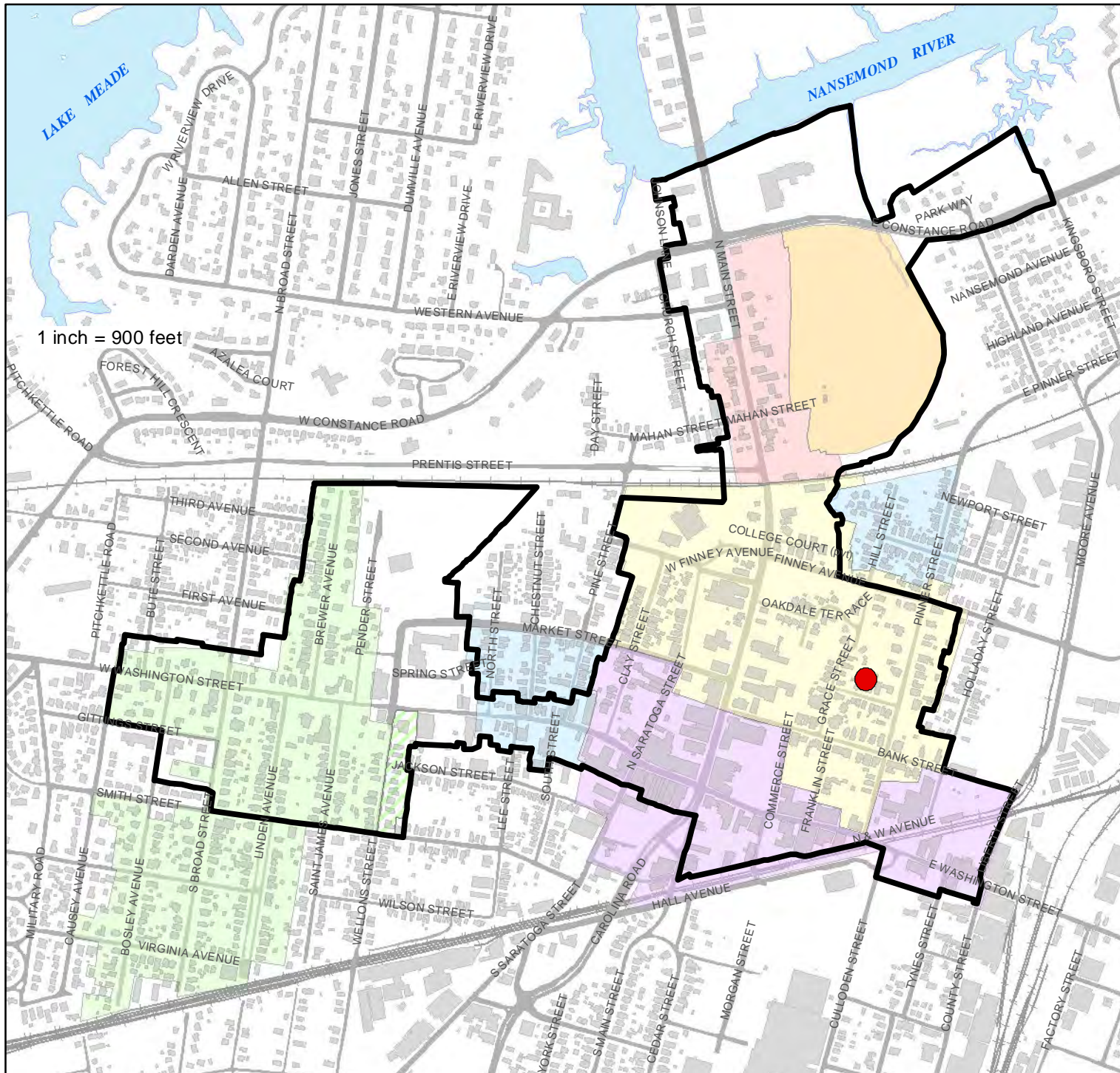
### **Summary and Recommendations**

It is staff's position the criteria of Chapter 4, Section C, Window Openings, of the Historic District Design Guidelines have not been met. Based on the above findings-of-fact, staff recommends the following actions with regard to the requests outlined in HC2013-29:

1. Deny the after-the-fact installation of vinyl windows and install replacement windows as directed by the Historic Landmark Commission.

2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.





# Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HC29-13

## LEGEND

Suffolk Historic & Cultural Conservation Overlay

## NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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Aerial Photography captured March 1995. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



# HC29-13 Zoning /Land Use Map







4/22/2001

**HC29-13**





Front and Side  
View of original windows  
(previously  
Installed)  
Before  
Purchase

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original windows



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original windows



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DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

# CITY OF SUFFOLK

441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

To: Historic Landmarks Commission

From: Shanda H. Davenport, Principal Planner

Date: November 14, 2013

Subject: **REQUEST FOR A CERTIFICATE OF APPROPRIATENESS, HC-2013-30,** submitted by Reed McMahan and Alan Caraballo, property owners for after-the-fact replacement of a metal roof with architectural grade shingles on a residential structure located at 127 Clay Street. The property is further identified as Zoning Map 34G18 Block A Parcel 354, Suffolk Voting Borough, zoned RM, Residential Medium District, and HC, Historic Conservation Overlay District.

## **STAFF REPORT**

### **Overview off the Subject Property and Surrounding Area**

According to the 2002 Suffolk Historic District Survey, the property at 127 Clay Street was constructed sometime between 1895-1910. The home is a Queen Anne style two and one-half story structure. The structure retains its Palladian window in the front gable as well as a wrap-around single-story porch with a rounded corner. The structure is deemed contributing to the District. Clay Street is predominately populated by Queen Anne style structures throughout its length and it punctuated at its terminus by the former Jefferson School, a large neoclassical structure built in 1911.

### **Case History**

One Certificate of Appropriateness was issued to the previous owner. HC-2004-18AD, was administratively issued for repair of wooden trim and siding and repainting of the structure. The previous owner was also cited for a number of property maintenance violations in recent years.

### **Proposed Action**

The applicant is proposing an after-the-fact approval to replace the metal roof on the porch roof of the structure with architectural grade shingles. In addition, the applicant has requested approval to wrap portions of the structure's wooden trim with aluminum.

The applicant is also requesting approval of repair and replacement with like-kind materials portions of the siding, trim, and decking. Per the applicable regulations and design guidelines, these items will be processed administratively.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance, Historic Conservation Overlay District**

1. Section 31-413(g)(2), General Guidelines: E - The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.
2. Section 31-413(g)(7)A(v), Approval of major action by the HLC: Any alteration to exterior building materials or color of materials.

#### **B. Suffolk Historic District Design Guidelines**

1. Chapter 1, Section F, Goals within the Historic Conservation Overlay District
  - a. Continued Use of Historic Buildings
  - b. Rehabilitation of Deteriorating Historic Structures
  - c. Appropriate Design of Additions and Alterations for Buildings
2. Chapter 4, Section E.3.b, Guidelines for Window and Door Trim: In general, original trim should, to the maximum extent possible, be maintained and preserved on historic buildings. Do not cover original trim with vinyl or aluminum.
3. Chapter 5, Section I, Roofs: The roof is one of the most important elements of a structure since it serves as its “cover” from the elements. As a consequence, roof maintenance is absolutely critical for ensuring the preservation of the rest of the structure.
4. Chapter 5, Section I.1, Design: Roof designs vary considerably within the Historic Conservation Overlay District and are one of the key character-defining elements of the style of the house. The type of roof covering is also important in defining the character, formality, stature, and texture of the house and the street. Consequently, historic roofing materials should be preserved and maintained.

5. Chapter 5, Section I.4, Preserve Historic Roof Materials: When replacing a roof, match original materials as closely as possible.
6. Chapter 5, Section I.7, Roofing Materials for Replacement Roofs: Traditional roofing material such as standing seam metal are preferred over asphalt shingles but are not required.

### **Staff Analysis**

This is an after-the-fact request for approval for a change to the materials of porch roof from standing seam metal to architectural grade shingles. The owner has been issued a stop-work order.

While the Historic District Design Guidelines calls for the preservation of existing roofing materials, it is acknowledged that the maintenance of the roof is “critical for ensuring the preservation of the rest of the structure.” Therefore, when circumstances dictate that a change in roofing material is essential to the maintaining the integrity of the roof, the balance must be for the preservation of the structure’s overall well-being. The owner intends to retain the metal roof on the main body of the structure. The low-sloped curved porch roof plays a secondary, but important role, in defining the character of the structure.

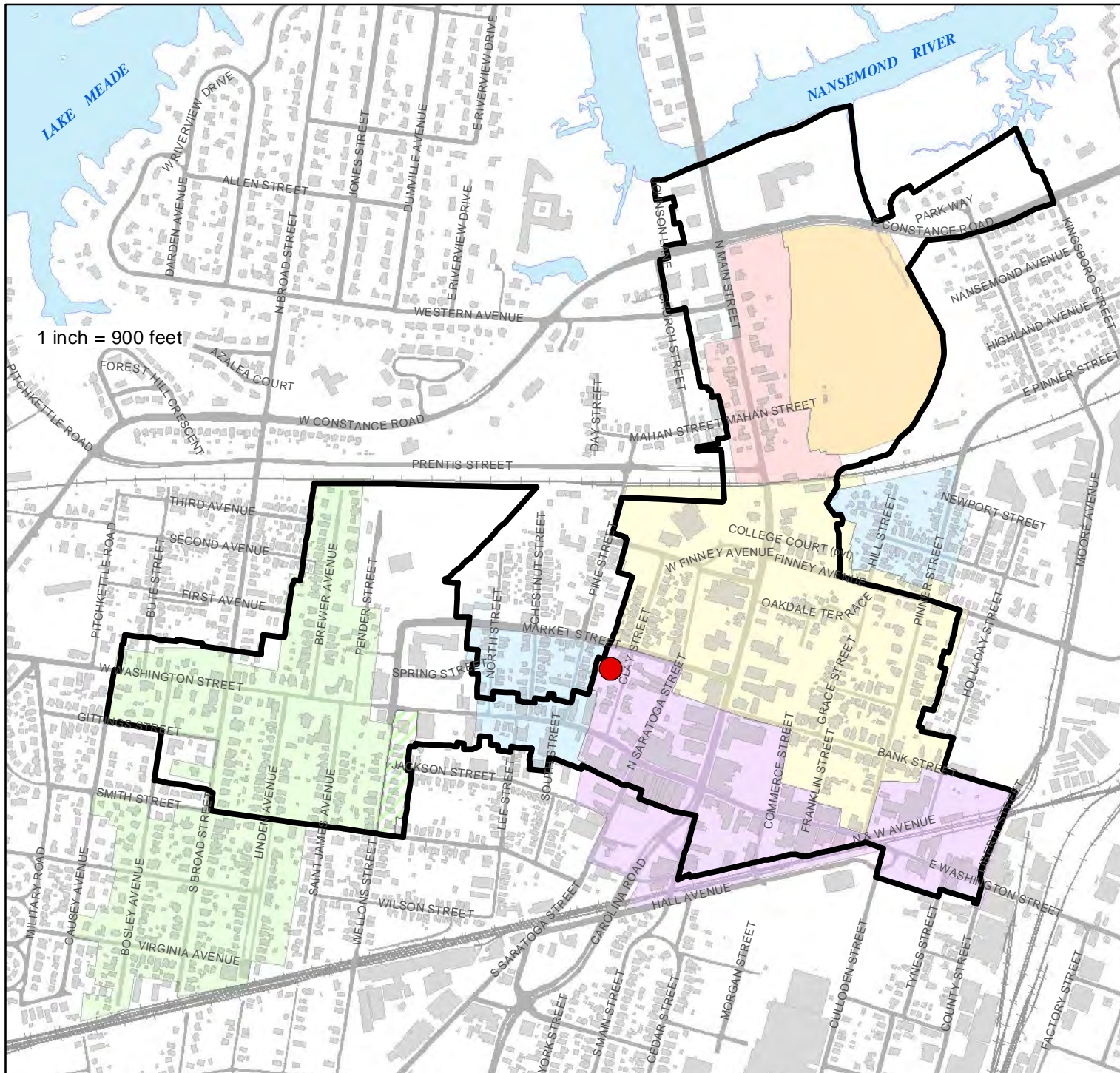
Since this is an after-the-fact request for approval, it is not possible to evaluate the condition of the roof in-situ. The roof is important visually to the structure. The material to be used for a replacement is important in maintaining the historic character of the property. A replacement metal roof or other roofing material which preserves the curved lines of the porch would be preferred to an architectural shingle.

With regard to the requested wrapping of the wooden trim, the Guidelines do not support the use of metal or vinyl wrap for window and door frames. The applicant has requested that the fascia be wrapped. As was evidenced by both a site visit and the applicant’s photos, the wooden fascia is in poor repair and a wooden replacement would be more appropriate than covering the deteriorated members.

### **Summary and Recommendations**

It is staff’s position the criteria of the Historic District Design Guidelines have not been addressed. Based on the above findings-of-fact, staff recommends the following actions with regard to the requests outlined in HC2013-30:

1. Deny the after-the-fact replacement of the metal porch roof with asphalt shingle and install appropriate roofing as directed by the Historic Landmark Commission.
2. Deny the request to wrap wooden trim with aluminum.
3. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.



# Suffolk Historic & Cultural Overlay District & National Register Historic Districts

HC30-13

## LEGEND

Suffolk Historic & Cultural Conservation Overlay

## NATIONAL REGISTER HISTORIC DISTRICTS

- Original Suffolk District (1987)
- North Main Street Extension District (1998)
- East Washington Street District (2002)
- West End District (2004)
- West End District Expansion (2004)
- Suffolk District Expansion (2004)
- Cedar Hill Cemetery (2006)

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The City of Suffolk assumes no liability either for any errors, omissions, or inaccuracies in the information provided regardless of the cause of such or for any decision made, action taken, or action not taken by the user in reliance upon any maps or information provided herein.

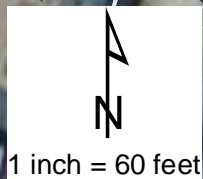
Parcel and Zoning information has been developed to provide a graphic representation of the Real Estate Property Tax Maps. The boundaries of any parcel may have been adjusted to provide a more visually pleasing presentation. Use should refer to instrument of transfer (deed or plat) for legal boundary location and perimeter or area measurements.

Aerial Photography captured March 1993. A limited area of the City was re flown in March of 2001. The most up-to-date photography available was used to capture planimetric information.



# CBD

RU







**HC30-13**









This illustrates the color and look of the new architectural shingles. To the left all the metal flashing will be covered by the new 1 by 6 boards we install. Once painted, it will blend in.

RECEIVED

OCT 17 2013

PLANNING

**HC30-13**



This is a picture of the front of the porch roof we replaced. We plan on wrapping the front with aluminum fascia and painting to match the rest of the house, once approved. We stopped all work once we realized we were in violation. This will take approximately 4 man hours of work to wrap and paint.

RECEIVED

OCT 17 2013

PLANNING

**HC30-13**

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## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-26AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION  
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 113 Brewer Ave.

Property Owner: Kevin Sary

Property Owner's Address: 113 Brewer Ave., Suffolk, VA. 23434

Property Zoning Map Identification: 34G17(2)A\*11+

Property Zoning: RM, Residential Medium Density District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. The proposed fence shall be a like-for-like repair/replacement of the existing 6-ft. tall wood privacy fence.
2. Any additional exterior improvements shall require a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Patricia Southard  
(Zoning Administrator)

Date: 10/4/13

Signed: [Signature]  
(HLC Secretary)

Date: 10/4/13



HISTORIC CONSERVATION OVERLAY DISTRICT  
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-31AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION  
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 117 Market Street

Property Owner: Market Street Associates, LLC

Property Owner's Address: 117 Market Street, Suffolk, VA. 23434

Property Zoning Map Identification: 34G18(A)\*326

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Remove the existing drive-thru teller window, night drop panel, ATM panel, and associated canopies on the south elevation.
2. Install three first-floor windows, security grills, and decorative brickwork (Flemish bond with a brick lintel) in the existing openings, to match the second story windows on the south facade.
3. Any additional exterior improvements shall require a Certificate of Appropriateness.
4. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

*Patricia Southard*  
(Zoning Administrator)

Signed:

*[Signature]*  
(HLC Secretary)

Date:

10/30/13

Date:

10/30/13



## HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HC-2013-32AD

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION  
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 129 N Saratoga Street

Property Owner: Elbar, Inc. c/o Maxine Barnett

Property Owner's Address: 609 Jones Street, Suffolk, VA. 23434

Property Zoning Map Identification: 34G18(A)\*334

Property Zoning: CBD, Central Business District and HC, Historic Conservation Overlay District

The following action/conditions are approved:

1. Remove the existing tar and gravel roof and install a Firestone Ultra-ply TPO membrane roof system.
2. Any additional exterior improvements shall require a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed:

*Patricia Southard*  
(Zoning Administrator)

Date:

11/5/13

Signed:

*[Signature]*  
(HLC Secretary)

Date:

11/5/13